

~~CONFIDENTIAL~~*Office Memorandum* • UNITED STATES GOVERNMENT

TO : The Comptroller
Administrative Officer
FROM : Chief, Machine Records Division

DATE: 8 July 1960

SUBJECT: Source Material for Speeches on Office of the DD/S

1. The Machine Records Division operates as a service installation and is designed to fit prospective Electric Accounting Machine requirements as to variety, volume and results. Its primary function is to furnish Electric Accounting Machine service when needed, whether it be on a recurring or occasional basis.

2. As a service organization, the functions of the Division are not confined to the Office of the Comptroller, many functions are performed for other Agency components.

3. The Division conducts systems studies and advises components of the Agency on matters pertaining to possible machine applications. This service includes:

- a. Study current systems and prepare procedures necessary for new system.
- b. Design reporting forms and devise any necessary codes for use by reporting sources which will be most adaptable to machine processing.
- c. Determine methods and frequency of transmittal of data to Machine Records Division which will be most adaptable to machine processing and establish cut-off dates to meet approved schedule for finished reports.
- d. Design tabulating forms for use in presenting finished reports.
- e. Develop detailed EAM operating procedures, including preparation of test runs as required.
- f. Determine method of maintaining basic records for use in final editing and review for corrections and completeness of finished reports.

4. Planning and developing of systems for conversion from Electric Accounting Machine Systems to Electric Data Processing Systems has been in progress for about twelve months and the conversion of some of the systems will take place approximately 1 October 1960.

25X1A9a

~~CONFIDENTIAL~~